

# BALTIMORE COUNTY ZONING APPROVAL

## BUSINESS LICENSE APPLICATIONS FOR BUSINESSES LOCATED WITHIN BALTIMORE COUNTY, MARYLAND



1. Baltimore County, Maryland is a separate entity from the State Business Licensing Office and we do not issue State Business Licenses. As Part of a State requirement, Zoning approval is needed to confirm if the business activities conducted at the business address are permitted in the property's zoning designation.
2. \$100 is required for Zoning approval. Baltimore County accepts checks, money orders, and other certified funds payable to "Baltimore County" only.
3. The Baltimore County Cashier's Office accepts payments online using a credit/debit card. Please contact the Zoning Office if you wish to make the payment of \$100 online.
4. **FOR RESIDENTIAL PROPERTIES:** If the property listed on your business license application is zoned as residential, you must complete a **Baltimore County Home Occupation Affidavit** agreeing to the terms for a residential property. The Home Occupation Affidavit form is online at: [https://www.baltimorecountymd.gov/departments/permits/pdm\\_zoning/zonforms.html](https://www.baltimorecountymd.gov/departments/permits/pdm_zoning/zonforms.html).
5. You can check your zoning at the Baltimore County website:  
<https://bcgis.baltimorecountymd.gov/myneighborhood/>.

Government Offices for Business Licenses	
State of Maryland	Baltimore County, Maryland
Licensing Office – Circuit Court Bldg.	Zoning Office – County Office Building
401 Bosley Avenue, 2 <sup>nd</sup> Floor	111 W. Chesapeake Avenue, Room 124
Phone: 410-887-2607	Phone: 410-887-3391
Annual Fee: per the license application	One-time Fee: \$100 – paid to "Baltimore County"
Paperwork Required for Zoning Approval	
1. The State of Maryland Trader's License Application from the licensing office or MVA form from MVA, or Liquor Board form for Liquor Licenses	
2. <b>Payment of \$100 payable to "Baltimore County"</b>	
<b>If the property is a residential address, this additional form is required:</b>	
3. <b>Home Occupation Affidavit</b> , signed by the applicant, obtained from the Baltimore County website at: <a href="https://www.baltimorecountymd.gov/departments/permits/pdm_zoning/zonforms.html">https://www.baltimorecountymd.gov/departments/permits/pdm_zoning/zonforms.html</a> .	
<b>If this is a new commercial location and the previous use is different than the applicant's use, a Use and Occupancy permit may be required prior to the approval of a Business License. Please call the Office of Zoning at 410-887-3391 to see if a Use and Occupancy Permit is required along with confirmation of sufficient parking requirements.</b>	

## FLOW CHART OF THE TRADER'S LICNESE ZONING APPROVAL PROCESS

Application is made in the Licensing Office in the Circuit Court Building 401 Bosely Avenue



Licensing Office requires Zoning Approval from the local government



Deliver the licensing paperwork to Baltimore County Office of Zoning, 111 W. Chesapeake Ave. along with a fee of \$100



Baltimore County Zoning approves the business license application



Pick up the business license application from Baltimore County, 111 W. Chesapeake Ave., that has Zoning approval on it



Take the paperwork to the Licensing Office, 401 Bosley Avenue so they can issue the license